

KIVA Permit System

User Guide

August 28, 2002

KivaNet User - City Planning and Development - Guide Administration Applications

Access KivaNet at www.kcmo.gov/planning, on the online tools page click **KivaNet**. CPD is committed to maintaining the accuracy of KivaNet to within one working day of activity affecting the status of applications in the Kiva System.

Plans Review Applications

CPD plans review applications are processed from start to finish in the Kiva Permitting System and are viewable via KivaNet. This user guide will show you where pertinent data is located in a specific application. CPD plans review applications include the following permit types:

1. CRBL – NEW/ADDN COMMERCIAL BUILDING
2. CRTF – COMMERCIAL TENANT FINISH/REMODEL
3. CRSI – SITE IMPROVEMENTS/PARKING LOT
4. CRSF – NEW 1 & 2 FAMILY BUILDING/ADDITION/REMODEL
5. CRFP – FLOODPLAIN CERTIFICATE
6. CRFS – FIRE SPRINKLER SYSTEM
7. CRGN - GENERAL PLANS REVIEW
8. CRPM - PRELIMINARY MEETING
9. CRTI - TEAM INSPECTION

Application Submittal

On application submittal, CPD:

1. Creates the appropriate permit type and permit number (control number),
2. Enters a project code and description,
3. Establishes an acceptance and issued date,
4. Documents total project valuation and building valuation, and
5. Collects applicable plans review fees.

To verify application submittal from KivaNet by Permit Type and Number:

1. Select Permitting System;
2. Select Look Up A Permit By Permit Type and Number;
3. Enter the Permit Type and Number, if you are unsure of the permit type, enter CR%;
4. Press Enter or click the Search button;
5. On the Permit Summary form, the first box indicates the permit type and number, the project name, the entered and issued dates, and the general permit status;

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6. The Structure Classification box show the total project valuation (Initial Value) and the building valuation (Calculated Value);
7. The Fees box shows applicable plans review fees that are due or have been paid.

To verify application submittal from KivaNet by Project Name:

1. Select Permitting System;
2. Select Look Up A Permit By Project;
3. Enter "CR%" in the Project field;
4. Enter all or part of the project name in the Description field. Use the % to act as a placeholder for characters to open your search to get better results. If the project name is "ACME AMALGAMATED INTERNATIONAL OFFICE BUILDING", you will have a better chance of finding the project if you enter "%ACME%INT%."
5. The Matching Permits search results form displays all applications that have a Project Code starting with CR (Codes Administration Plans Review) and contain the description text entered. Select the plans review application you want to see or by selecting another permit that matches the project you are looking for and then clicking "Genealogy" you can move to the plans review application that approved its issuance. See information on Permit Genealogy later in this user guide.

Quality Control Review

The first activity for the application is QCR. By this process CPD verifies that the application is complete for review according to the applicable Checklist. If the QCR is approved, the application moves on to login and routing for plans review by City departments. If the QCR is not approved, the applicant is informed of the required information necessary for acceptance and no further activity takes place until a resubmittal is made with the requested information. CPD's goals for completing QCR are 90% of QCR's will be completed within 2 working days of submittal and 100 % will be completed within 4 working days of submittal.

See Information Bulletin No. 110 – Checklist for Building Permit Plans Submittal, Information Bulletin No. 138 - Checklist for Tenant Finish Building Permit Plans Submittal, or Information Bulletin No. 125 - Checklist for Fire Sprinkler Permit Plans Submittal as applicable at www.kcmo.gov/planning for more information.

Verifying QCR:

1. The Activities box indicates the Quality Control Review activity as the first activity to be completed in the application;
2. This box will give the current status of QCR, if it is blank the QCR has not been completed; when the QCR has been completed the box will show the completed date and the decision. A decision of Approved means the application has been accepted for review and is

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proceeding to login and routing. A decision of Not Apprvd means the application is incomplete and the applicant has been informed of required information that must be submitted to allow the project to move forward for plans review;

3. If the QCR is Not Apprvd, the QCR comments can be viewed by clicking the activity and then clicking Notes for the QCR comments.

Documents Received From the Applicant

Documents received from the applicant, including plans, specifications, letters, reports, calculations, etc. are entered in the Comments box on the Permit Summary form. The date of the comment is the date the documents were received from the applicant by CPD. Comments are also used to document meetings with the applicant. Documents received are entered during the QCR activity.

Project Login and Routing for City Department Reviews

On approval of QCR and acceptance of plans for review, the login is completed and the plans are routed for City departments review. CPD's goal for completing these activities is 100% completed with one working day of QCR approval.

During project login, CPD completes the following:

1. Entry of the Scope of Work describing the project submitted for permit;
2. Entry of Professional (Design Professional in Responsible Charge);
3. Entry of Applicant information;
4. Entry of the Situs Address for the project.

During the routing activity, CPD completes the following:

1. Assembles plans and related documents for delivery to City departments;
2. Prints transmittal forms for plans tracking while the plans are out of CPD's offices;
3. Identifying the City departments that will have a roll in the plans approval process for the specific application as determined by QCR. The Activity form displays all possible City departments initially and this number is reduced to those who have a specific authority for a specific application;
4. Plans are routed to City departments for review.

Plans Review Activities

Plans review activities by City departments are monitored on the Activity box. On completion of plans review of CPD applications, City departments will sign-off activities as **APPROVED**,

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NOT APPRVD OR PART APPRD depending on the nature of their review comments. If a City department grants **PART APPRD**, the type of partial building permit they are authorizing is entered in the activity comment line. Partial building permits issued from full building permit applications may include grading and excavation, footing and foundation, building shell and full building.

Plans review comments from City departments are available as soon as the plans review activity is signed off. Review comments can be viewed by clicking the City department name on the Activity box and then the Notes related to Plans Review Comments. The full name and telephone number of the plans examiner is listed on the activity form viewable after clicking the review from the Activity box.

Plans review turnaround time for the first review of new buildings, building additions and changes of building occupancy is 90% completed within 4 weeks of the date of submittal of plans that received QCR approval. For tenant finish reviews and site improvement/grading applications, the first review turnaround time is 2 weeks from the date of submittal of plans that received QCR approval.

Resubmittal to Plans Review Comments

If full approval is not received on completion of the first review of the project by all City departments, the applicant is sent a plans review disposition letter including the plans review comments that must be addressed for approval. When the applicant makes a resubmittal to CPD according to procedures established by the Kansas City Building and Rehabilitation Code (KCBRC) and applicable Checklists, CPD completes the following:

1. QCR of application according to established procedures;
2. Entry of documents received on the Comments form;
3. If accepted for review, resubmittal plans review activities are added to the Activity form for the City departments addressed by the applicant's resubmittal;
4. Plans are delivered for City department's review.

City departments then complete their review of the resubmitted plans and utilized the same decision codes noted above. Plans review turnaround time for resubmittals to plans review comments is 2 weeks from the date of QCR approval of the submitted resubmittal.

Plans Review Approval and Permit Issuance

Partial or Conditional Permits

When all City departments have completed the first review, the decisions are reviewed for a determination of whether the project is ready for full permit or whether a partial or conditional

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permit can be issued. See CPD Information Bulletin No. 123 – Obtaining Conditional or Partial Building Permits at www.kcmo.gov/planning.

Full Permits

When all City department reviews have received full approval, the full permit for the application submitted can be issued.

Permit Genealogy

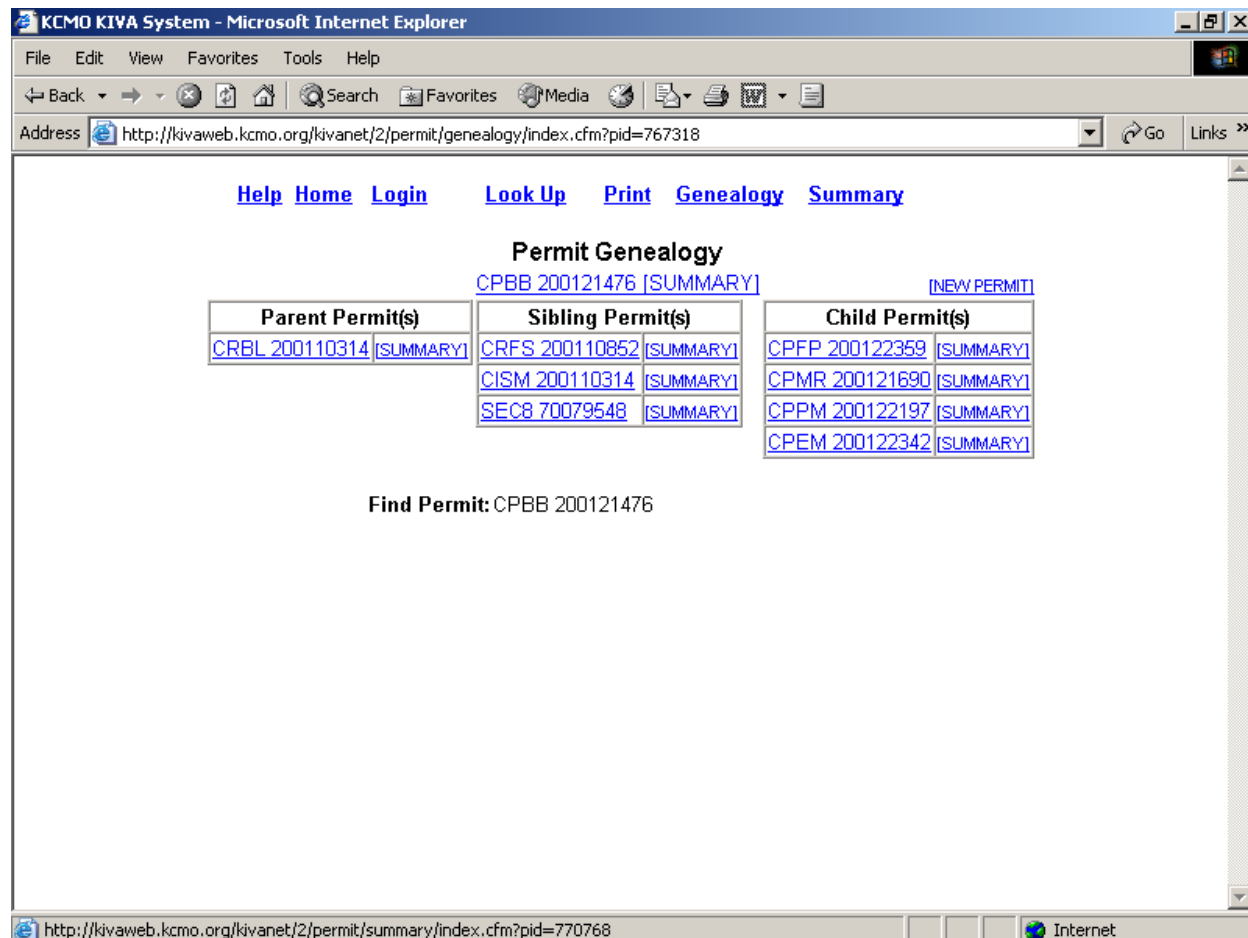
KivaNet allows you to see not only the plans review application but also all other CPD applications related to the project from plans review to issuance of certificate of occupancy. For a full list of CPD applications see the KivaNet Implementation web page.

To view permit genealogy from the Permit Summary form, click “Genealogy” at the top of the page. The following is an example that allows a better understanding of this function.

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In CPD's use of permit genealogy, the plans review application is the "parent" of all applications related to the project submitted for permitting. The building permit is the subject permit in this example and the related construction permits for fire sprinkler, mechanical refrigeration, mechanical HVAC, plumbing and electrical are listed as its "child" permits. Clicking the permit type and number moves that permit to the subject and its relationship to other permits is then displayed. By clicking the "Summary" for any of the permits shown, you will see the Permit Summary form for that permit.

In this example, the permits listed as "Sibling Permits" are those related applications that required approval during the plans review, CPD's Special Inspections applications (CISM), and Public Works Land Disturbance Permit (SEC8).

When the project receives a full (CICO) or temporary (CITO) certificate of occupancy, those applications are listed as child permits to the building permit.

Permit, Project and Parcel Flags

The Permit Summary form lists any permit, project or parcel flags affecting the application.

CPD permit flags include:

PERMIT REINSPECTION FEE DUE
HOLD C OF O -- SEE FLAG COMMENTS
AREA<1 ACRE--CPD PERFORM EROSION CONTROL
EROSION CONTROL ZONE PLAN – CPD
CPD CANCELED PERMIT
CPD SUSPENDED PERMIT
CPD VOIDED PERMIT - NOT A VALID PERMIT
RESUBMITTAL PLANS REVIEW FEE DUE

CPD Parcel flags include:

REGISTER OF HISTORIC PLACES
NATURAL DRAINAGEWAY ON PROPERTY-CPD
CPD NOTICE SEE COMMENTS
CPD DOUBLE FEE DUE SEE COMMENT
CLNU APPLICATION EXISTS SEE CVLN PERMIT
CLNU MAY BE REQUIRED

CPD does not utilize Project Flags.

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Construction Permits and Inspections

To verify construction permit issuance by Permit Type and Number:

1. Select Permitting System;
2. Select Look Up A Permit By Permit Type and Number (See KivaNet Implementation web page for listings);
3. Enter the Permit Type and Number, if you are unsure of the permit type, enter CP%;
4. Press Enter or click the Search button;
5. On the Permit Summary form, the first box indicates the permit type and number, the project name, the entered and issued dates, and the general permit status;
6. The Address box indicates the project address;
7. The Scope of Work box describes the work authorized by the permit;
8. The Applicant Information box lists the permit holder;
9. The Professionals/Contractors box will list the names of licensed trades contractors as applicable for the permitted work;
10. The Structure Classification box lists the permit value; use of the building, occupancy and construction type. If the project is a master plan, the model name is listed.

To verify construction permit issuance by street address:

1. Select Permitting System;
2. Select Look Up A Permit By Address;
3. Enter the house number in the Number field, the street direction in the Prefix field and the street name in the Street field. It is not necessary to enter data in every field, your search will wider and more successful by leaving some fields blank or by using the % key as a place holder;
4. Enter CPB% in the Permit field to find CPD issued building permits, see the list of CPD permit types if you want to search for specific permits;
5. Check Active, Inactive or All depending on the status of the permits you are looking for, if you are unsure of the status click All.
6. Once you have found the permits you are querying for the permit information is found as described above.

To verify construction permit issuance by County Assessor's Parcel Number:

1. Select Land Information System;
2. On the Land Lookup Master form, enter the County Assessor's Parcel Number in the APN field. The APN should be preceded by the county domain assigned by the City as follows, CL for Clay County, CS for Cass County, JA for Jackson County and PL for Platte County, i.e., JA29210490300000000 for City Hall, 414 East 12th Street;
3. Click search and then select the matching parcel;

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4. At the top of the parcel summary form click the Permits link, this will provide a list of permits issued on the parcel;
5. Click any building permits, CPB_ permit types, to see what work they authorize.

Inspections

Inspections are shown in the Inspections box for the subject permit, inspection requests are entered in the KIVA System as soon as they are called to CPD, inspections results are entered by the end of the day the inspection was completed by CPD. The inspections results list all deficiencies noted and includes the name of the inspector. The far right hand columns of the Inspections box are titled "C" for Corrections and "N" for Notes to indicate whether the inspection contains corrections (deficiencies) or notes.

Utility Clearances

Utility clearances are made during inspections for gas and electric meter approval. By viewing the plumbing permit (CPPM) or the electrical permit (CPEM) you can verify whether CPD has contacted the applicable utility to clear the meter for installation.

Certificates of Occupancy and Temporary Certificates of Occupancy

The issuance of a certificate of occupancy or a temporary certificate of occupancy can be verified through KivaNet by viewing the following permit types:

CICO – Certificate of Occupancy

CITO – Temporary Certificate of Occupancy

These permit types are linked to building permit through Permit Genealogy. The permit summary form for the specific CICO or CITO permit type will list the issuance date for the certificate of occupancy and the expiration date for temporary certificates of occupancy. If a temporary certificate of occupancy is renewed, a new CITO permit type is issued with a new issuance and expiration date.

Outstanding deficiencies can be determined by viewing the inspections attached to the related building permit in Permit Genealogy.

Code Modification Requests and Building and Fire Code Board of Appeals Cases

Code modification requests (CMR) and Building and Fire Code Board of Appeals (BFCBA) cases are monitored in KivaNet as the following permit types, the case number is the Kiva permit number:

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CDMR – Code Modification Request

CDBA – Building and Fire Code Board of Appeals

The Activities box will indicate the status of the application. For CMRs, the Review and Recommendation For CMR activity shows the Staff Report by clicking the activity and then the existing notes for the Staff Report action. The CMR Decision Information activity provides the final decision for the request.

For BFCBA cases, Staff Report activity provide the staff recommendation and review of the case. The BFCBA Hearing activity provides the decision of the Board. The Complete Hearing Activities activity provides the Findings and Minutes of the hearing as action notes.

These applications are also related to the applicable plans review application through Permit Genealogy as described above.

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